

Frequently Asked Questions (FAQs):

Here are some of the common questions asked by our clients. If you have a specific how-to question or group of questions, please contact the State Printing Center Webmaster and they will be addressed and posted here.

1. Why do I need an agency requisition number?

Answer: State Printing Center (SPC) requires an agency to provide a requisition number, which is often used as a tracking number. Some agencies design an alphanumeric scheme for depicting different programs within their department, division or section. More often than not, several printing requisitions are placed within a given month. The agency, itself, often uses this requisition number to track each printing requisition from the request stage to the billing stage. Most agency print buyers do not know the job number SPC assigns a given printing requisition until they call their printing service representative (PSR). The PSR can search based on the requisition number to aid in finding the job number for the client. The PSR could find jobs by agency code number and descriptive name should the requestor not know the assigned requisition number. In short, the agency requisition number is very useful for tracking a client project, so be sure and use them.

2. What is the difference between cover and card stock?

Answer: Cover stock is a heavyweight coated or uncoated paper with good folding characteristics. Different finishes or textures are available with cover stock. The thicker covers may be achieved by laminating two or more plies (layers) of material together. Their diverse uses include folders, booklet covers, brochures and pamphlets. Card or index stock is a stiff, heavy weight paper for items like post cards, booklet covers, and menus that need bulk and rigidity. Card stock is specified in points (caliper thickness, such as 10 pt.) or basis weight (such as 90 or 110 lb. Index).

3. What is the difference between Pad and Fan-a-part?

Answer: Pad is a term used to request the hot glue binding process on 25, 50 or 100 pages of a single page document on a common edge such as found on a notepad, pad of forms, etc. Fan-a-part is a term used to indicate the binding of the top edge of a two- to six-page carbonless form with a special padding compound to make it into a set.

4. What does score mean?

Answer: Score is a term indicating a permanent crease made in paper stock to aid in folding. Paper has a grain and heavier stocks will not fold properly against the grain. Scoring allows a paper to be folded against the grain. It even makes a fold, made with the grain, look crisper and cleaner on the heavier cover stocks.

5. Why do I need to see more than one proof?

Answer: Proofing is a process of insuring that requests or changes are made correctly. Total inspection of the proposed printing is required in each step of the proofing process. You are asked to read, check grammar and spelling, verify proper names and locations each time you see a proof. It is a dangerous practice to only inspect indicated changes or revisions without completely reviewing the entire publication. Text can move or flow, even disappear by accident, when copy or graphics are added or deleted from a column of text. Placed graphics can lose their link and print poorly. The print buyer is given a great responsibility when a proof is handed to them. A signed proof gives us permission to print what the client has indicated is correct and ready to print. Should an error or mistake be caught after the signed proof is turned in and before put on press, we attempt to correct and verify the correction with our clients. It is too late when a mistake is caught after it is printed, finished and delivered. The time to catch those errors and avoid the cost of reprinting is before it goes to press. So be careful and proof the entire document each and every time you are given a proof for review. When you sign your name, you are saying that it is perfect and ready for press and that is the way you desire us to print it.

6. When do I need to send printing to State Printing Center vs. one of your copy centers?

Answer: Our management staff can best implement cost savings by properly directing quantities or types of printing to the main facility over our copy centers. Our staff will gladly estimate the cost of putting a publication on press as compared to running it on a copy system. It is unwise and wasteful to run a large quantity of material on a copy system when the same material could be run on a sheetfed or web press at substantial savings. By state statute, State Printing Center is charged with determining the best and cheapest method of printing. Allow us to provide you with an estimate of both methods for proper comparison of costs. Time factors do count and we ask that you learn to plan your printing to accommodate economy in production. Poor planning often results in having our copy center staff print a document for distribution when you are right upon a deadline. We can help you learn how much time it takes to do quality work and maintain a schedule of production. Input and suggestions that we make at the beginning stage will result in saving your agency money which could be used elsewhere. Contact your printing service representative when you want to discuss a specific printing project and the savings that are potential.